

# **Idaho Emergency Services Training Advisory Council Overview**

## **INTRODUCTION**

Training for Idaho's emergency services is coordinated through the Idaho Emergency Services Training Program of the Division of Professional-Technical Education and delivered through the Idaho Technical College System. The goal of IEST is to plan, administer and deliver uniform, comprehensive statewide training programs to Idaho's emergency service agencies. IEST will seek to efficiently coordinate the training of the emergency services personnel in a manner to meet individual training needs, while also playing a role in the preservation of life and property for the public that we serve.

The Advisory Council Member's Guide is designed to provide you with information regarding the IEST Program. In addition, the guide will give an overview of the purpose and role of the IEST Advisory Council.

## **IEST STAFF**

The IEST staff is comprised of individuals having professional backgrounds consistent with the delivery of training programs for emergency service providers. The division of Professional-Technical Education also provides support for program development and review.

## **IEST INSTRUCTORS**

The objective of the IEST state instructor's program is to produce a cadre of Professional Technical Certified faculty through a process designed to also meet national standards. This process is specifically designed to prepare faculty that will instruct for IEST through the state technical college system. Individuals interested in becoming certified IEST instructors are required to submit an application for certification along with copies of appropriate documentation that demonstrates they have the academic credentials and instructional training necessary for teaching the subject area.

## **ADVISORY COUNCIL PURPOSE**

The purpose of the Advisory Council is to prospectively review fire, emergency medical services, hazardous material training issues; to make recommendations to the Idaho Division of Professional-Technical Education on course content, target audience, availability, and delivery; and provide advice with the goal of improving the performance and effectiveness of the Idaho Emergency Services Training program.

Emergency Services Training provides training courses to both career and volunteer emergency services personnel. The training courses contain certain objectives regarding technical and related skills needed to perform or advance in the emergency services profession. Advisory council members perform a valuable service to Division of Professional-Technical Education and IEST Program students by providing advice in the curriculum development and delivery of the programs.

## **ADVISORY COUNCIL STRUCTURE**

Members of the Advisory Council are appointed by the Administrator of the Idaho Division of Professional-Technical Education. The current council includes representatives from:

- Volunteer Fire Department
- Combination Fire Department
- Career Fire Department
- Emergency Medical Services
- Idaho Fire Chief Association
- Hazardous Materials Response
- Industrial Fire Protection
- Professional Firefighters
- State Fire Marshall
- Technical Colleges
- Idaho State Police
- Idaho Department of Lands
- Hazardous Materials Training

## **ADVISORY COUNCIL ACTIVITIES**

Below are suggested activities the council may initiate. This list is not conclusive and the council may wish to identify additional or different activities.

- Analyze the labor market information.
- Identify specific training needs for the state and local communities.
- Review and recommend in-service training for instructors.
- Review curriculum and instructional equipment and props.
- Identify equipment needs and potential donations available.
- Undertake public relations designed to support and enhance the programs.
- Identify industry-based teaching materials.
- Review Safety procedures.
- Assist in the establishment of proficiency levels for competency-based instruction.

## **UEST PROGRAMS**

The IEST Program has the ability to assist with the coordination of various emergency services training courses statewide. A goal of IEST will be to continually develop the resources necessary to deliver new or improved training programs appropriate to the mission and responsibility of the Division of Professional-Technical Education.

## **MEETING SCHEDULE**

The full council will meet four (4) times during the year. Progress reports shall be sent out to council members between scheduled meetings. The following are the months for scheduled full council meeting dates: November, February, May, and August.

## **WHAT'S IN IT FOR YOU**

As an Advisory Council member representing a specific constituency, you will have the opportunity to help develop training programs and provide direct feedback to the external customers of the IEST program, thus becoming a valuable asset of the educational system for emergency services in the State of Idaho.

## **RESPONSIBILITIES OF ADVISORY COUNCIL MEMBERS**

Advisory Council members will be responsible for providing advice and feedback regarding IEST program issues as presented during the quarterly council meetings. This will not preclude similar feedback from the members throughout the rest of the year.

Members will also work closely with the IEST program to develop and foster the professional working relationships within the Idaho emergency service agencies and personnel.

If at any time a member cannot or wishes to no longer fulfill the responsibilities of their council appointment, the member shall notify the IEST Program Manager immediately.

## **RESPONSIBILITIES OF ADVISORY COUNCIL OFFICERS**

### **THE CHAIRPERSON**

This person works closely with the Program Manager in the planning and preparation of the meeting and agenda items. The chairperson should oversee appointments to sub-committees and assist with the establishment of scheduling the completion of sub-committee tasks.

The Council chairperson will coordinate with the Program Manager to:

- Establish meeting dates and call the Council together when appropriate.
- Prepare the meeting agenda and assure timely distribution to other members.
- Prepare background information and reports as necessary.
- Determine strategies for completing the plan of work.

## THE COUNCIL VICE-CHAIRPERSON

The vice-chairperson should be familiar with all the duties and responsibilities of the chairperson and be available to assume these responsibilities in the absence of the chairperson.

## THE SUB-COMMITTEE CHAIRPERSON

The sub-committee chairperson will coordinate with the Program Manager to:

- Establish specific sub-committee objectives and goals.
- Oversee committee member involvement and tasks in meeting the sub-committee objectives.
- Provide the Program Manager with periodic updates regarding sub-committee progress.
- Oversee the development of materials associated to meeting the goals and objectives of the sub-committee.